

# Coforge

APPT/Coforge BPS/2022  
16 Aug 2022

Santosh Rangrao Patil  
Kolhapur

Dear Santosh,

**Congratulations!** We have pleasure in offering you the position of **Associate Team Member**.

You will be paid **Monthly Gross Salary of Rs. 19,218/-** Please report to work on or before **17 Aug 2022, at 11:00 AM** along with the documents/items listed in the Annexure. This offer of employment is subject to background verification, antecedents and testimonials. You will be required to undergo training and the company will conduct regular performance evaluation.

You are initially appointed on a six monthly probation period. The Company reserves the right to extend the probation period at its sole discretion. Your services shall be deemed to be on probation until you receive a formal confirmation in writing. The Company reserves the right to terminate employment if your performance is not found to be satisfactory during the Probation period.

Your appointment is subject to you being found medically fit by the designated medical officer of the company. To this extent you will be required to undergo certain medical and drug (applicable only for Banking services employees) tests at the laboratory identified in the attached reference letter. Please contact the laboratory directly to fix up an appointment to ensure the reports reach us by **17 Aug 2022**

This offer of employment is valid up to **17 Aug 2022**, beyond which this will be treated as cancelled.

You will be given a detailed appointment order upon joining the company and completing required joining formalities.

We welcome you to join the team envisioning to excel!

Yours sincerely,

For Coforge BPS Pvt. Ltd.



**Pankaj Khanna**  
Director

1. Salary break-up sheet Documents/things required at the time of joining Coforge BPS Pvt. Ltd
2. Referral letter for medical tests

I agree & accept the terms and conditions of employment as mentioned above and will join on \_\_\_\_\_.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_ Date: \_\_\_\_\_

**Coforge Business Process Solutions Private Limited**  
(erstwhile SLK Global Solutions Private Limited)  
Survey no. 156/1A, Old Pune-Bangalore Road, Ujalaiwadi Village,  
Karveer Taluka, Kolhapur - 416 004, Maharashtra, India. Tel: +91 231 661 9300  
Registered Office: Building Number 2, Commerzone, 6th & 7th floor, Samrat Ashok Path, Yerwada,  
Pune - 411006, Maharashtra, India. Tel: +91 20 4011 8500  
www.coforge.com CIN: U72200PN2001PTC204300

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Candidate name : Santosh Rangrao Patil Designation : ATM Grade : T2	Monthly	Annually
<b>COST TO COMPANY</b>	<b>23,333</b>	<b>2,80,000</b>
<b>A. Fixed Salary</b>		
Basic	13,750	1,65,000
House Rent Allowance	2,938	35,252
Statutory Bonus	2,530	30,360
Other Allowance (Incl. Flexi Benefit Plan)	-	-
<b>Fixed Gross - Total (A)</b>	<b>19,218</b>	<b>2,30,612</b>
<b>B. Variable Allowance</b>		
Night Shift Allowance		13,200
<b>Total (A+B)</b>	<b>20,318</b>	<b>2,43,812</b>
<b>C. Statutory &amp; Other Benefits</b>		
Employee State insurance		7,924
Company contribution to Provident Fund		19,800
Company contribution to Gratuity Fund		7,933
Group Mediclaim Insurance		-
Group Term Life Insurance		531
<b>COST TO COMPANY (CTC : A+B+C) - INR</b>	<b>23,333</b>	<b>2,80,000</b>
<b>Employee Payroll Deductions</b>		
Employee contribution to Provident Fund	1,650	19,800
Professional Tax	200	2,400
<b>TOTAL DEDUCTIONS</b>	<b>1,850</b>	<b>22,200</b>
<b>PROJECTED NET SALARY (Subject to Income Tax)</b>	<b>17,368</b>	<b>2,08,412</b>

Note: Income Tax will be deducted at source as applicable.  
Company has the right to change or modify any of the policies as and when.

For Coforge BPS Pvt. Ltd.



Pankaj Khanna  
Director  
Declaration:-

I hereby declare that I've read and understood the salary components, benefits, annual appraisal cycle and all the other components related to my employment in this organization.

Name:

Signature:

Date:

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## SALARY COMPONENTS DESCRIPTION GRADE T2

1. **Basic:** Basic component is as per Minimum Wage Act which is fully taxable component. The Basic Salary forms the basis for computing the eligibility for PF & Pension scheme, HRA, and Gratuity.

2. **House Rent Allowance (HRA):** Generally HRA is calculated at 40% of the Basic Salary component. Employee residing in a rented house may claim Tax exemption on HRA by submitting rent receipt from Lessor.

As per the IT Laws, the least of the following in respect of the Actual House Rent will qualify for exemption from tax:

- Actual amount of HRA received
- 40% of Basic Salary
- Excess of rent paid over 10% of Basic Salary

Employee who does not incur any house rent expenditure, the entire amount of House Rent Allowance is taxable. HRA is computed based on your work location and as applicable under law.

3. **Statutory Bonus:** For employees with Basic salary up to INR. 21,000/- per month, are eligible for the payment of the statutory bonus. A fixed Bonus amount per month is paid as per the provisions of Payment of Bonus Act.

4. **Other Allowance:** Employees will have a portion of the CTC paid as Other Allowance which is a balancing figure. Amount under Other Allowance is fully taxable.

5. **Night Shift Allowance:** This is computed based on the number of days an employee works in the Night shift. The amount stated in CTC shows full earning potential in a given period. Shift allowance is paid out in the subsequent month's payroll based on actual night shift worked.

**Note:** This component is applicable for employees in Operations and Quality Function.

### 6. Performance based Salary Components

a. **Production Incentive:** Production Incentive is computed for the month, based on performance metrics applicable for the process and score. This amount is processed in the subsequent month's payroll.

### 7. Retrial Salary Components

a. **Provident Fund and Pension Scheme:** Provident Fund is created with a purpose of providing financial security and stability to the employees. The contributions are made on a monthly basis by the employee & the company. Purpose is to help employees save a portion of their salary every month that will be helpful post retirement, as a social security.

Employees are required to make a contribution of 12% of Basic Salary, as per the provisions of the Provident Fund Act. The company will make appropriate contribution as required by the EPF Act towards PF & Pension Fund that is part of your CTC.

b. **Gratuity:** The payment of Gratuity is reward for long and continuous service. As per Payment of Gratuity Act., an employee is eligible for a gratuity amount after a continuous service of 4 years and 8 months. This is only payable as part of the full & final settlement, post separation from the services of the company.

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## 8. Other Benefits & Policies

- a. **Employees' State Insurance (ESI) contribution:** The ESI Scheme is a comprehensive social security scheme, devised to protect the employees covered under the Scheme, against financial distress arising out of event of sickness, maternity, disablement / death due to employment injuries and to provide medical care to the employees and their families. Employees whose monthly fixed gross salary (excluding variable component) is up to INR 21, 000/- p.m., are compulsorily enrolled under the Scheme, to avail the benefits. As per ESIC Act, the company contributes 4.75% and employee contributes 1.75% of the employee's monthly Gross salary.
- b. **Working hour's policy:** We follow a policy of 9hours shift policy that includes breaks taken during the work hours. The working week is rostered basis the process requirement and is communicated in advance by the respective manager.
- c. **Annual Privilege Leave (PL):** All employees are eligible for 24Days PL for the entire work tenure of 12 months (Leave cycle is between Apr to Mar); accrued leaves are remitted to your online HRMS system @2Days Leaves monthly, on the 1<sup>st</sup> of every following month.
- d. **Performance Appraisal:** The Performance Appraisal is a periodic process with an objective of measuring employees' performance by seeking feedback from appraisers / reporting managers, for development and career growth. Performance Appraisal is - carried out in April every year. Your monthly performance score on process metrics is the key input for this annual Appraisal.

### Declaration:-

I hereby declare that I've read, understood and agree to the above mentioned salary structure, component description, annual appraisal cycle and all the other terms related to my employment as specified in this document.

Name:

Signature:

Date: